



# Foreign Affairs Manual

## 15 FAM – Overseas Buildings Operations

**Change Transmittal:** OBO-11

**Date:** September 11, 2006

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## 15 FAM 770 REQUIRED PROCEDURES AND GUIDELINES

### Changes

1. **15 FAM 772.2, USAID Mission Director Residences:** The total value of furniture, furnishings, appliances, and equipment (FFA&E), regardless of funding source, must not exceed \$50,000 (formerly \$40,000).
2. **15 FAM 774, USAID Procurement Requirements:** Missions are responsible for ordering representational items (see limitations as to quantity and types in 15 FAM Exhibit 732A). To order household furniture from the State Department vendor, follow the procedures as provided by USAID/W – M/OMS on an annual basis.
3. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 15 FAM 770 (issued under CT:OBO-9, 06-26-2006; 21 pages) and replace it with revised subchapter 15 FAM 770 (20 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:OBO-11, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(USAID and OBO)**